



# PLANNING & ZONING REPORT

## Liquor and Tobacco Advisory Board Meeting of May 19, 2026

File #026-LTAB-014

**APPLICANT:** Somabhai Patel / Shiv Dristi, LLC dba Jasmine Pantry

**LOCATION:** 2614 Kilburn Avenue

**REQUESTED ACTION:** The sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District.

**EXISTING USE:** Grocery store

**PROPOSED USE:** Grocery store with packaged liquor

**DIMENSIONS:** Irregular shape                      **SQUARE FOOTAGE:** 7.43 acres.

### ADJACENT ZONING AND LAND USES:

NORTH:	C-2	Mark's Tree Care, Drainageway
EAST:	C-2, R-1	Mark's Tree Care, Vacant commercial
SOUTH:	R-1, RE, & C-2	Single-family Residence, Vacant land, Drainageway
WEST:	R-1	Single-family Residences, Vacant land

**YEAR 2040 PLAN:** C                      Commercial and Retail

**HISTORY:**                      **File #025-LTAB-036:** The sale of liquor by the drink (Class L50) and the sale of packaged liquor (Class PKG) in conjunction with a restaurant with an outdoor seating area, beer garden and video gaming terminals in a C-2, Limited Commercial Zoning District and R-1, Single-family Residential Zoning District was approved on December 3, 2025 for the subject property. This property is located 325 feet south east of the subject property.

**File #014-LTAB-037:** The sale of liquor by the drink in conjunction with a restaurant, bar, and video gaming facility with an outdoor beer garden in a C-2, Limited Commercial Zoning District was approved on July 13, 2015 for the property located at 2515 Kilburn Avenue. This property is located 325 feet southeast of the subject property.

**REVIEW COMMENTS:** The Applicant is requesting the sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District. Exhibit A shows the subject property is located on the south side of Kilburn Avenue between Summerdale Avenue, Vermont Street and Collin Avenue. The parcel is surrounded by commercial and residential uses (Exhibit B and C).

The Applicant is Somabhai Patel of Shiv Dristi, LLC. Within the Liquor Application, it is indicated that the on-premises day-to-day operation of Jasmine Pantry will be managed by the Applicant. Since the Applicant is a new business owner and has applied for liquor license, a review of the application must be reviewed and approved by the Liquor and Tobacco Advisory Board.

As part of this review it is required by the applicant to submit a completed liquor license application, security plan if applicable, and a business plan. Additional items are presented for the use approval regarding the site and intended business.

Exhibit D is the map identifying businesses with a liquor license. The yellow dots identify the sale of beer and wine by the drink. The green dot is for a full liquor license for the sale of liquor by the drink. The red dot is for packaged liquor sales. The large star is the subject property.

Exhibit E is the site plan showing the Anna Shopping Center, parking lot and landscaping. The shopping center is approximately 52,475 square feet and the grocery store occupies 4,310 square feet. Jasmine Pantry requires four (4) parking spaces per 1,000 square feet. A total of 17 parking spaces would be required. Staff feels there is sufficient parking spaces for the grocery store.

Additionally, Exhibit E, is the landscaping plan. The landscaping plan provides for a new 14,356 square feet grass area with 7 shade trees and small areas of perimeter landscaping along Vermont Street, Collins Avenue and Kilburn Avenue.

Exhibit F shows the interior floor plan. The grocery store consists of main aisles, the outer walls, and counters (Exhibit F). Exhibit F shows that main aisles consist of eight (8) shelves for general grocery items, auto items, hard liquor, beer and wine. The outer walls consist of a beer and wine cooler, soda cooler, soda fountain, and front counter and office with tobacco, hard liquor, clothing, incense and candy. The remaining portions of the grocery store consist of a cases area, restroom, dry storage and utility room.

Exhibit G shows the existing front elevation.

Exhibit H is the Business Plan submitted by the Applicant. The Applicant states that Jasmine Pantry has been locally operated since October 2025 and has established itself as a reliable neighborhood convenience and food retail location. The business itself has been established since 2008. The food service will remain the primary function of the business. The hours of operation will be 7 days a week, Monday through Thursday, 7:00 a.m. to 10:00 a.m. Friday and Saturday, 7:00 a.m. to 12:00 a.m. (midnight) and Sunday 7:00 a.m. to 10:00 p.m. The Applicant states, "the projected sales will be 50%-60% food and grocery sales, 15%-20% alcohol sales and 10%-20% video gaming" (Exhibit H). The Applicant indicates on the liquor application that there will be 20% food sales, 30% alcohol sales, 30% general merchandise and 20% gaming revenue.

Exhibit I is the security plan submitted by the applicant. There will be 20 cameras on the interior and exterior of the building, existing decorative metal grills covering all glass areas of the premises and a burglar alarm system for afterhours coverage monitored by ADT. Additionally, the applicant will implement a Security Emergency Action Plan for security related emergencies.

Exhibit J is the service calls the last two years. There was a total of 31 service calls for 2614 Kilburn Avenue.

There were a few items that would need to be addressed prior to issuance of a liquor license. The business has existing decorative metal grills covering all glass areas of the premises. A standard condition of approval for all liquor and tobacco licenses is to not allow bars on the windows as they are uninviting and provide a sense that you are not in a safe area. Additionally, the submitted interior floor plan identifies a video gaming area. However, staff has determined that video gaming terminals are not permitted as this is a convenience store and not a restaurant. A revised interior floor plan must be submitted removing the gaming area for staff to review and approve.

Staff believes this request is reasonable and within the spirit and intent of the Ordinance and recommends approval of this request subject to conditions.

**RECOMMENDATION:** Staff recommends **APPROVAL** of the sale of packaged liquor (Class PKG) in conjunction with a grocery store in a C-2, Limited Commercial Zoning District, subject to the following conditions:

1. Meet all Applicable Building and Fire Codes
2. Compliance with all City of Rockford Code of Ordinances including Liquor and Tobacco Codes.
3. Submittal of a revised interior floor plan that includes the removal of the gaming area for Staff review and approval.
4. The hours of operation and days will be limited to Monday through Thursday 7:00 a.m. to 10:00 a.m., Friday and Saturday, 7:00 a.m. to 12:00 a.m. (midnight) and Sunday 7:00 a.m. to 10:00 p.m.
5. ~~There shall be no single serving sales of beer or wine in volumes of 16 oz. or less~~
6. The sale of rose tubes, airplane-sized bottles (50 ml (1.7 ounces) or less) and any other products that can be deemed to be easily manufactured into drug paraphernalia is prohibited.
7. The sale of water pipes and "huka" or "hookah" pipes are prohibited.
8. Window display signage is limited to 20% of window area.
9. There shall not be temporary exterior signage.
10. The windows shall not be covered with bars or other devices that block the windows.
11. The windows shall not be covered by a film.
12. Any pending general ordinance case(s) must be resolved prior to issuance of the license.
13. All outstanding general ordinance fines must be paid prior to the issuance of the license.
14. All conditions must be met prior to issuance of license and establishment of use.

SC: DM 05/8/2026

VINTON

WILLIAMS

Exhibit A  
2614 Kilburn Avenue  
#026-LTAB-014

GLENWOOD

COLLINS

SUMMERDALE

VERMONT

SUMMERDALE

SUMMERDALE

BELDEN

GLADSTONE

GLADSTONE

KILBURN

GARFIELD

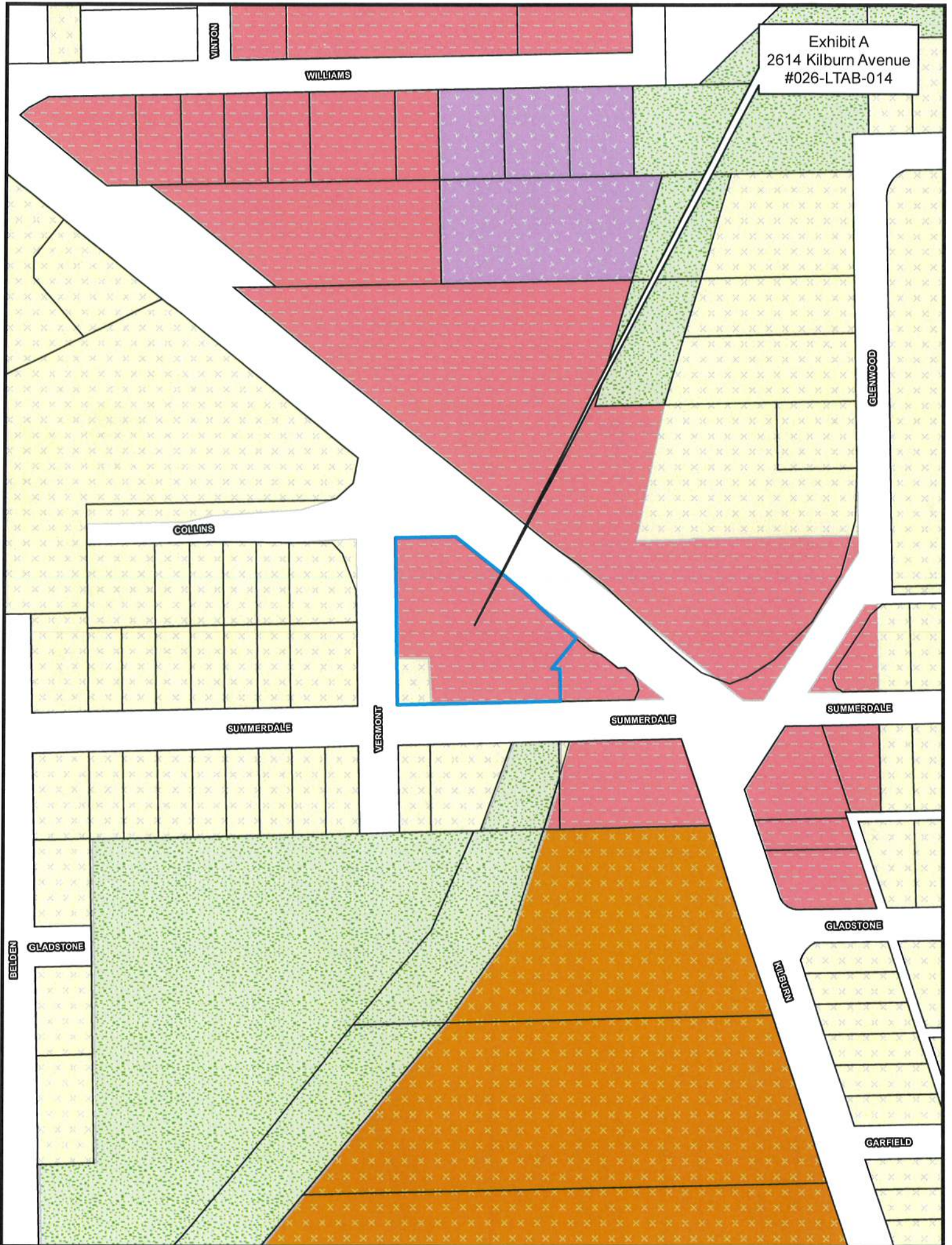


Exhibit B  
2614 Kilburn Avenue  
#026-LTAB-014

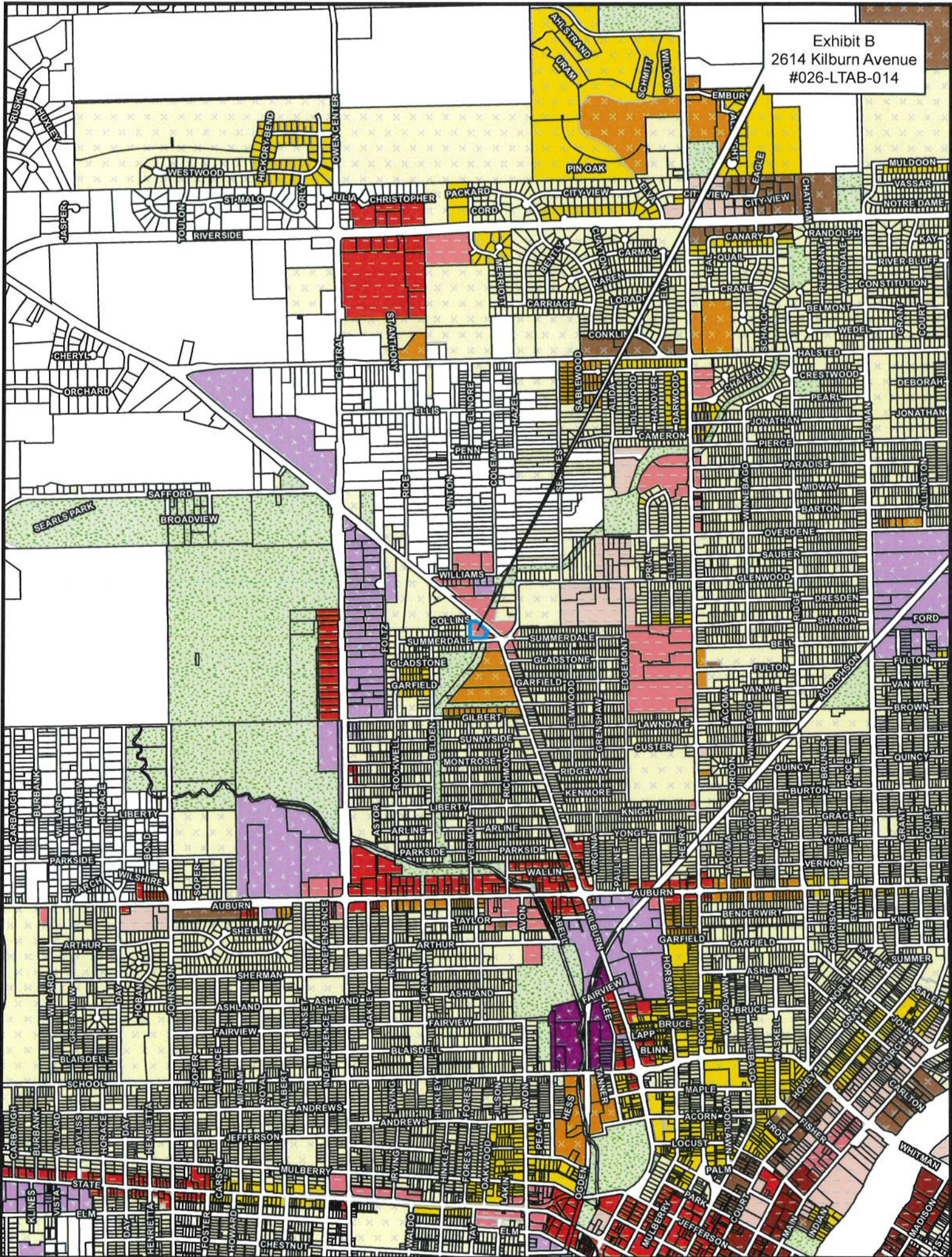
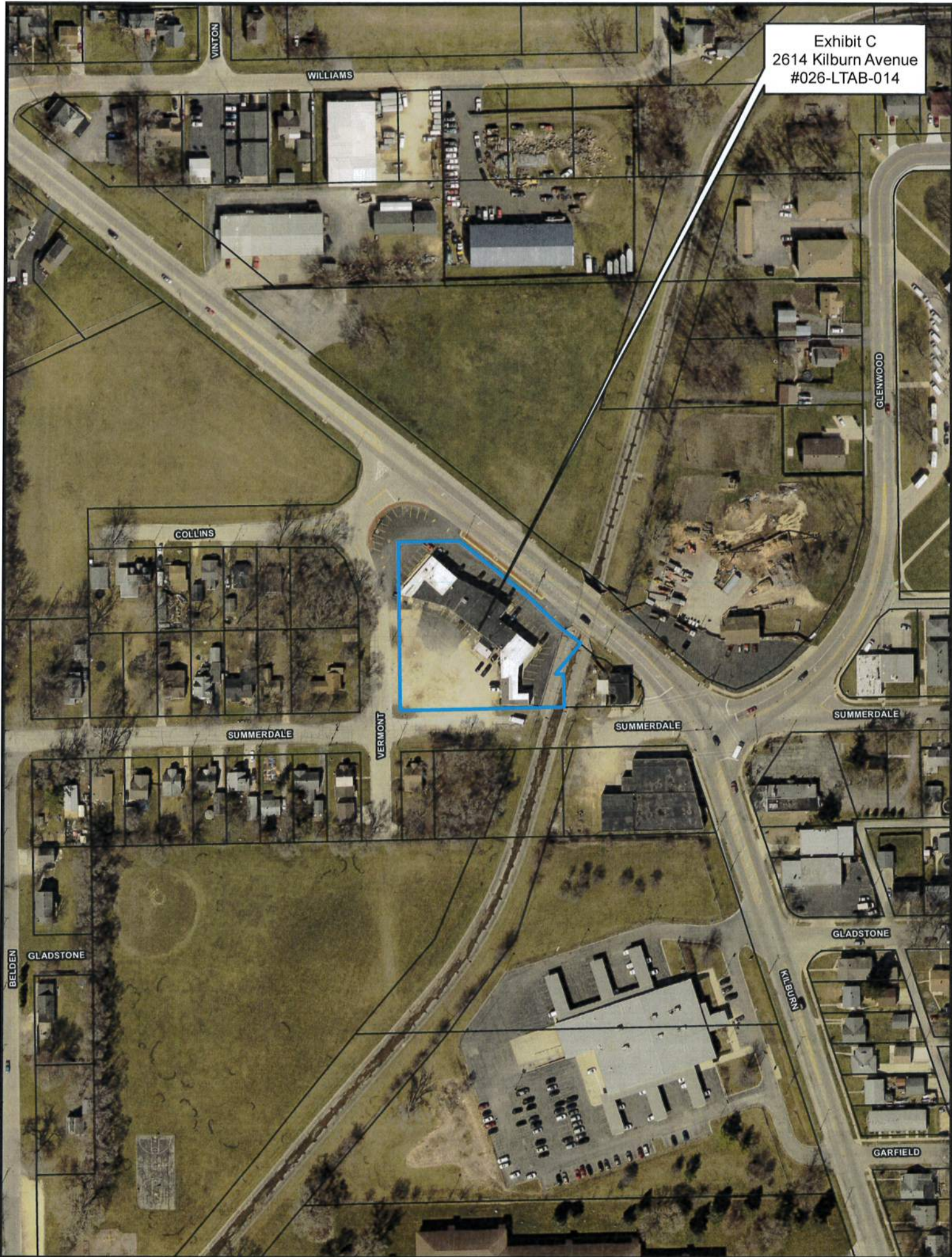
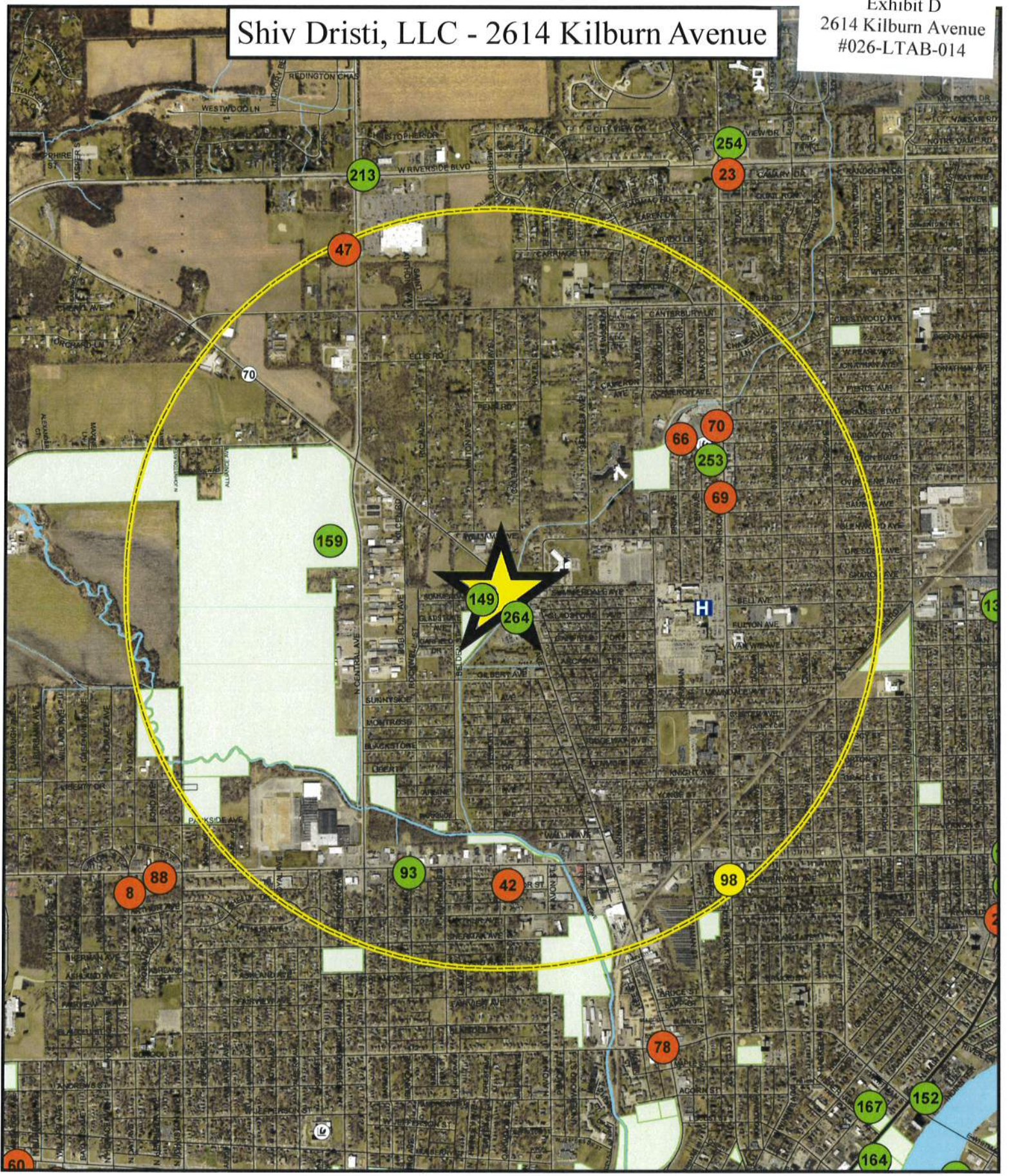


Exhibit C  
2614 Kilburn Avenue  
#026-LTAB-014



# Shiv Dristi, LLC - 2614 Kilburn Avenue

Exhibit D  
2614 Kilburn Avenue  
#026-LTAB-014



- Key**
- College/University
  - School (K-12)
  - City/Village Hall
  - Parks
  - Forest Preserves
  - Sale by the Drink (Beer and Wine)
  - Sale by the Drink (Full Liquor)
  - Package Liquor Sales

## CITY OF ROCKFORD, ILLINOIS

LIQUOR LICENSE LOCATIONS-2025



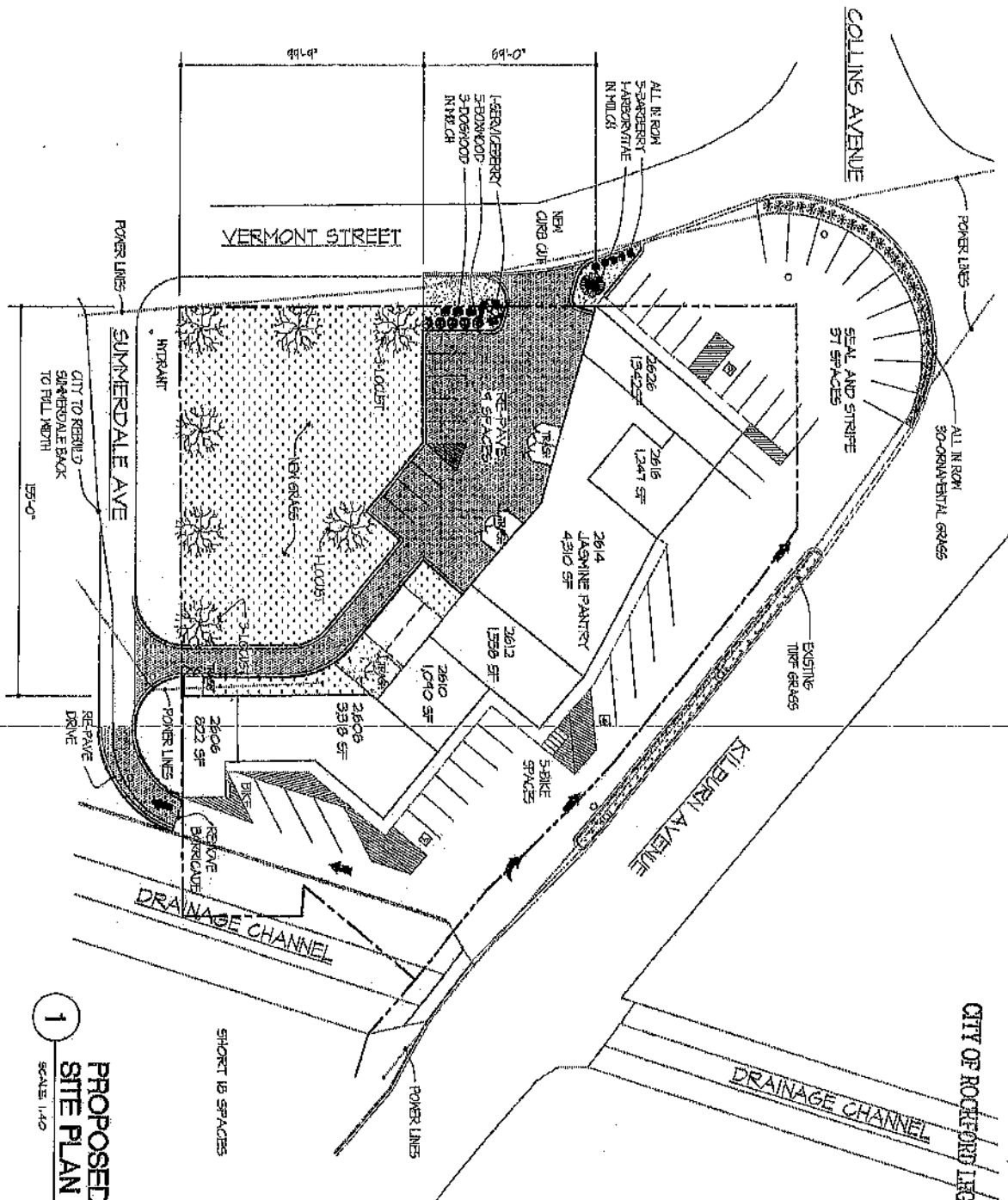
2026

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Exhibit E  
2614 Kilburn Avenue  
#026-LTAB-014

CITY OF ROCKFORD LEGAL DEPARTMENT



- SHADE TREE
- EVERGREEN TREE
- ORNAMENTAL TREE
- BARRBERY
- DOGWOOD
- BERRY
- ORNAMENTAL GRASS
- TURF GRASS
- MULCH/FLOWERS
- RE-PAVE BITUM
- NEW CONC WALK

1  
SCALE: 1/4" = 1'-0"  
PROPOSED  
SITE PLAN



PROJECT NO. 1268	DATE 01-21-2026	2614 (2805 - 2825) KILBURN AVENUE ROCKFORD, ILLINOIS	TEL: 815-977-004	ROCKFORD, ILLINOIS
<p><b>BELLES FIRM OF</b> Architecture</p> <p>2405 Crookside Court, Suite 'B', Rockford, IL 61104 (815)-961-0204 BellesFirm@ymhoo.com License No. 184-001868</p>		<p>JASMIN PANTRY LTAB DRAWINGS FOR: <b>ANNA SHOPPING CENTER</b></p>		

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**PLANTING SCHEDULE - VERMONT STREET**

FRONTAGE LANDSCAPE TO USE 1/2 OF LF FRONTAGE = 640 LFS REQUIRED.

QUANTITY	COMMON NAME	SPECIES NAME	PLANT LFS	PLANT LFS
1	SPRINGBERRY	ARTEMISIA STRICTA	150	EO
1	ASCERTAIN	TRILIA OCCIDENTALIS	225	225
5	BOXWOOD	SAXUS MICKORPHILLA	30	EO
5	BLACKBERRY	BRIBERIS	15	15
3	DOGWOOD	CORNUS SANGONIA	15	45
45	GROUND COVER IN NICH	VALICA MINOR	1	45
4 PARKING SPACES (110) 1 SHADE TREE REQUIRED				
25 LF STREET FRONTAGE (150) = 3 SHADE TREES REQUIRED.				
QUANTITY	COMMON NAME	SPECIES NAME	PLANT LFS	PLANT LFS
1	HONEY LOCUST	GLADSTONIA TRIANGULARIS NERVIS	-	-

INTERIOR LANDSCAPING 3% REQUIRED  
 5555 SF PAVED AREA \* 3% = 166 SF REQUIRED.  
 \* 14555 SF OF GRASSY AREA AROUND PARKING SIGN  
 NO BETTER LANDSCAPING REQUIRED OR PROVIDED

**PARKING SCHEDULE**

41000SF AS RENTAL FOR ALL BUT SISTERS CARE ADDRESS USE

ADDRESS USE	SIZE	CARS	SPACES	REAR
2605 VACANT OFFICE	5226F	41000SF	110	524
2606 VACANT RETAIL	2395F	41000SF	110	932
2610 OLD STILL BAR	10926F	41000SF	110	436
2612 VACANT OFFICE	13506F	41000SF	110	532
2614 VACANT PAINTRY	43106F	41000SF	110	1125
2616 VAC CAR DETAIL	12451F	410000SF	110	445
2620 SISTERS CARE	15424F	531000SF	110	1154
* VARIANCE TO ALLOW SHORTAGE OF 15 SPACES DUE TO IMPERMEABILITY				6357

**LANDSCAPING NOTES**

**KILBURN AVENUE**  
 EXISTING STRIP OF GRASS TO REMAIN. THERE IS NO LAND AVAILABLE FOR PLANTING ON THE SUBJECT PROPERTY. EXISTING STRIP TOO SMALL TO SUPPORT LANDSCAPING IN THE ROW.

**COLLINS AVENUE**  
 PROPOSED ADDITION OF 30 ORNAMENTAL GRASS IN THE EXISTING GRASSY AREA. THIS IS IN THE ROW. ORNAMENTAL GRASS IS LIKELY THE ONLY PLANT THAT CAN SURVIVE THE SALT AND SNOW CONDITIONS.

**VERMONT STREET**  
 ADD COMPLIANT PARKING LANDSCAPING AS INDICATED.  
 ADD COMPLIANT STREET SHADE TREES  
 ADD COMPLIANT PARKING LOT SHADE TREE

**SUNNYSIDE AVENUE**  
 NO LANDSCAPING REQUIRED. ALL GRASSY AREA  
 ADD COMPLIANT STREET SHADE TREES

**BELLES FIRM OF**  
 architecture  
 2905 Chestnut Street, Suite 110, Rockford, IL 61114  
 (815)-961-0304 BelleFirm@ymail.com  
 License No. 184-001855

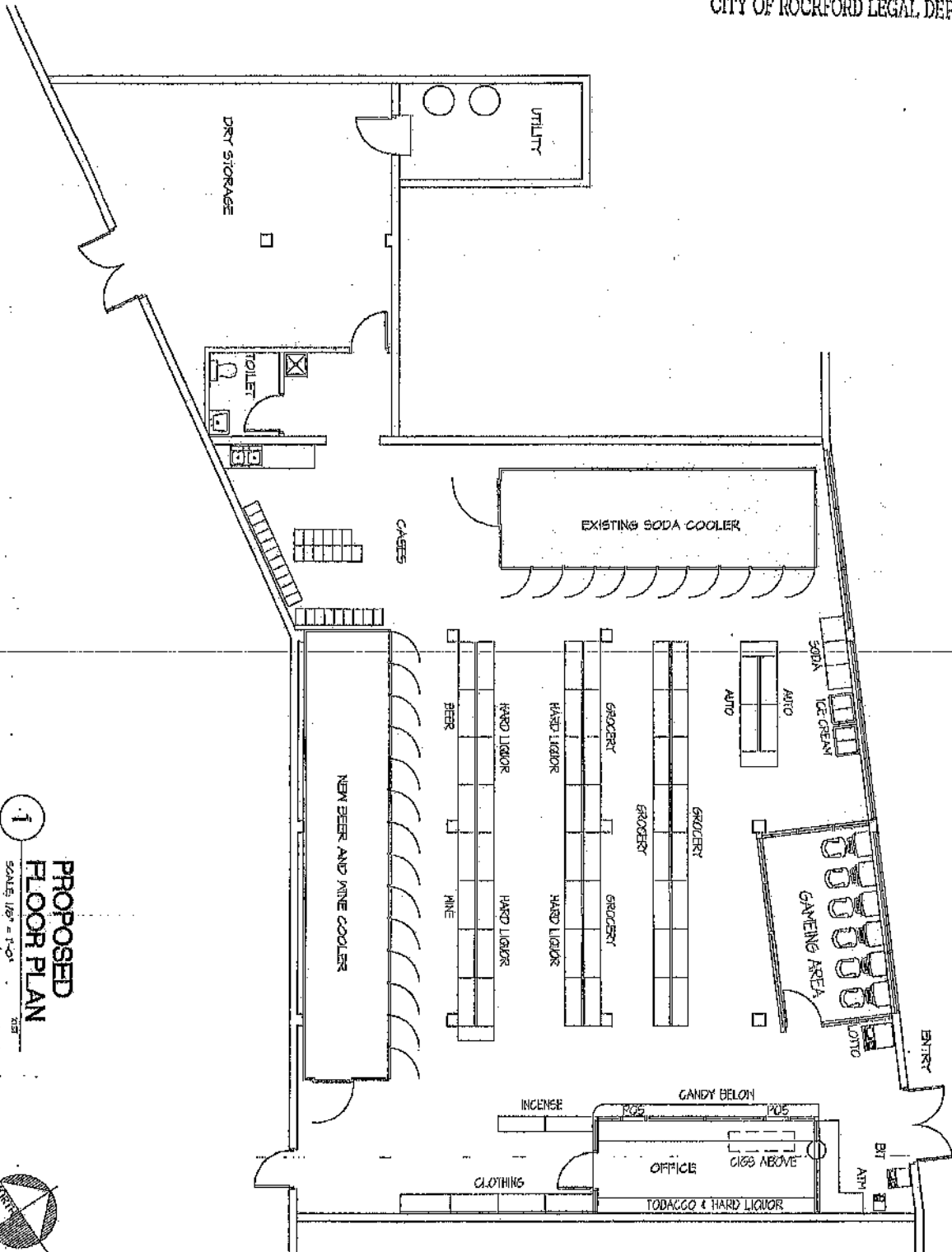
JASBINE HANTRY LITAB DRAWINGS INC  
**ANNA SHOPPING CENTER**  
 11-5-377-004  
 2814 (2805 - 2823) KILBURN AVENUE  
 ROCKFORD, ILLINOIS

DATE: 01-21-2026  
 PROJECT NO.: 1268  
 SHEET NO.: 221  
 ONE OF 254

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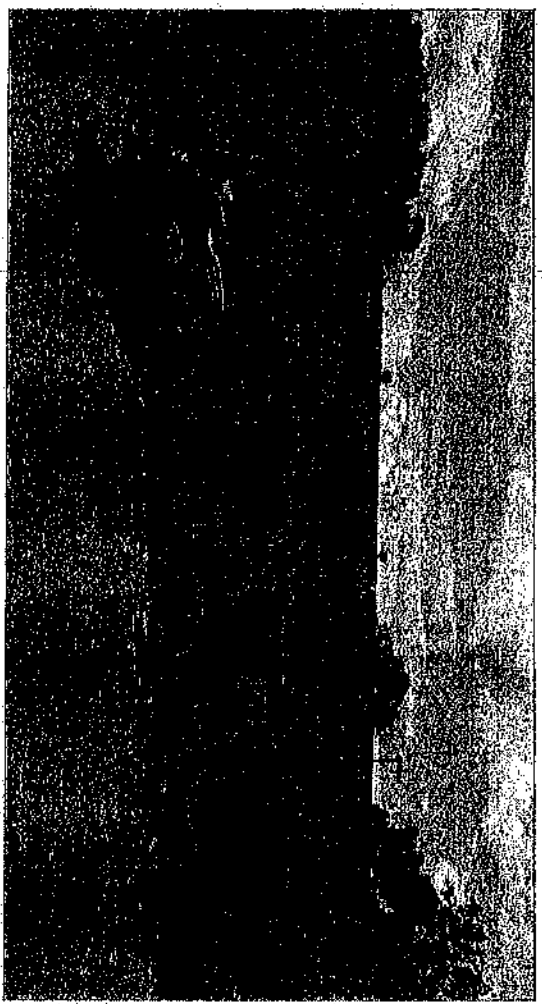
CITY OF ROCKFORD LEGAL DEPARTMENT



1  
 PROPOSED FLOOR PLAN  
 SCALE: 1/8" = 1'-0"

SHEET NO. <b>Z1</b>	PROJECT NO. <b>1268</b>	DATE <b>01-21-2026</b>	JASMINE PANTRY LTAB DRAWINGS FOR <b>ANNA SHOPPING CENTER</b> 2061 (2808 - 2828) KILBURN AVENUE 11-10-377-004 ROCKFORD, ILLINOIS	<b>BELLES FIRMOR</b> architects 2915 Cassville Street, Suite 117, Rockford, IL 61114 (815)-961-0304 BelleFirm@yahoo.com License No. 184-101868
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Exhibit F  
 2614 Kilburn Avenue  
 #026-LTAB-014



1  
 EXISTING  
 FRONT ELEVATION  
 SCALE 1/8" = 1'-0"

EXISTING MATERIALS AND SIGNAGE TO  
 REMAIN  
 NO CHANGES REQUESTED OR REQUIRED

DATE PLOTTED  
 Z3  
 TIME PLOTTED 23

PROJECT NO.  
 1268

DATE  
 01-21-2026

JASMINE PANTHY LITVA (DRAWING) FOR  
**ANNA SHOPPING CENTER**  
 2614 (2600 - 2620) KILBOURN AVENUE      11-X-077-004      ROCKFORD, ILLINOIS

**BELLES FIRM OF**  
 architecture  
 2905 Creekside Court, Suite 'B', Rockford, IL 61114  
 (815)-961-0504      BellesFirm@ymail.com  
 License No. 184-001868

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# BUSINESS PLAN

CITY OF ROCKFORD LEGAL DEPARTMENT

**SHIV DRISTI, LLC**

**DBA: Jasmine Pantry**

**Location: 2614 Kilburn Ave, Rockford, IL 61101**

**Established Ownership: Since October 2025**

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## EXECUTIVE SUMMARY

SHIV DRISTI, LLC, doing business as **Jasmine Pantry**, has been locally operated since October 2025 and has established itself as a reliable neighborhood convenience and food retail location in Rockford, Illinois. The business itself has been established since 2008.

This business plan is respectfully submitted to outline a strategic expansion designed to enhance customer service, increase accessibility, generate additional employment, and contribute increased tax revenue to the City of Rockford.

The expansion focuses on:

- Extended operating hours
- Implementation of EBT services
- Addition of liquor sales
- Installation of state-approved video gaming terminals

The goal is to increase daily revenue from approximately **\$1,500 to \$2,500-\$3,000**, while maintaining a strong community-focused retail environment.

Projected growth includes:

- **\$400-\$600/day from EBT services**
- **\$600-\$900/day from liquor sales**
- **\$400-\$600/day from video gaming commission revenue**

All improvements will be completed in full compliance with City of Rockford, county, and State of Illinois regulations.

## BUSINESS DESCRIPTION

Jasmine Pantry operates as a neighborhood convenience store providing essential food items, grocery products, and general merchandise to local residents.

Under current ownership, the business has demonstrated:

- Stable daily revenue performance
- Responsible operations
- Commitment to community service

The proposed expansion will enhance the store into a **modern, multi-service retail location**, offering:

- Extended hours for customer convenience
- EBT access for underserved populations
- Licensed liquor sales
- A designated and compliant video gaming area

# BUSINESS PLAN

This approach reflects current retail demand while maintaining alignment with community standards.

## Days and Hours of Operation

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- **Monday – Thursday:** 7:00 AM – 10:00 PM
- **Friday – Saturday:** 7:00 AM – 12:00 AM
- **Sunday:** 7:00 AM – 10:00 PM

Extended hours are intended to serve working individuals and increase accessibility for the surrounding community.

## Food Service Hours

- Food and grocery items will be available **during all hours of operation**
- The business will provide:
  - Pre-packaged food items
  - Snacks and essential grocery products
  - Non-alcoholic beverages

Food service will remain the **primary function of the business**

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## Proposed Entertainment

- No live entertainment, music events, or performances are proposed
- The only form of entertainment will be:
  - **State-regulated video gaming terminals located in a designated area**

All gaming operations will be:

- Fully compliant with Illinois Gaming Board regulations
  - Monitored and restricted to individuals **21 years of age or older**
- 

## Proposed Drink List (Gaming Compliance Requirement)

In compliance with Illinois requirements for establishments offering video gaming with on-premises liquor licensing, the following limited drink offerings will be provided:

### Beer (Individual Bottle/Cans Only)

- Domestic beers (e.g., mainstream U.S. brands)
- Imported beers (e.g., international brands)

### Wine (By the Glass Only)

- Standard red wine selections

## BUSINESS PLAN

- Standard white wine selections

No full-service bar or cocktail program will be offered. Alcohol service will remain **limited, controlled, and secondary** to the primary retail business.

### Target Audience

- Local Rockford residents
- Adults aged **21 and over** (for liquor and gaming services)
- Working individuals seeking convenience and extended hours
- Households utilizing EBT for essential purchases

The business is designed to serve a **broad, community-based customer base**, not a nightlife or bar-focused crowd.

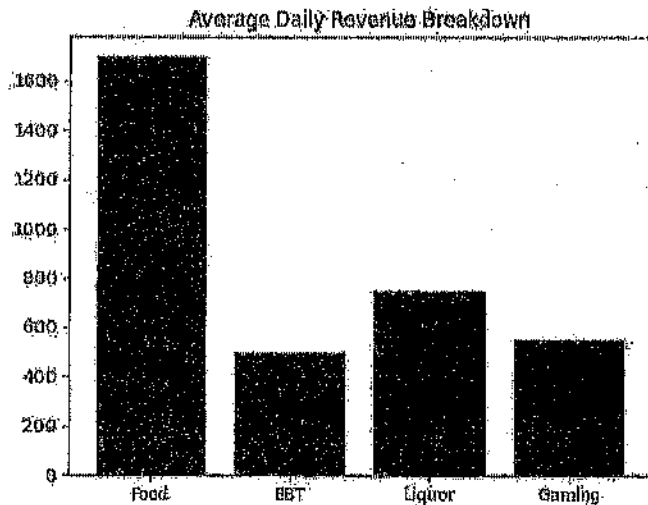
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### Anticipated Revenue Ratio

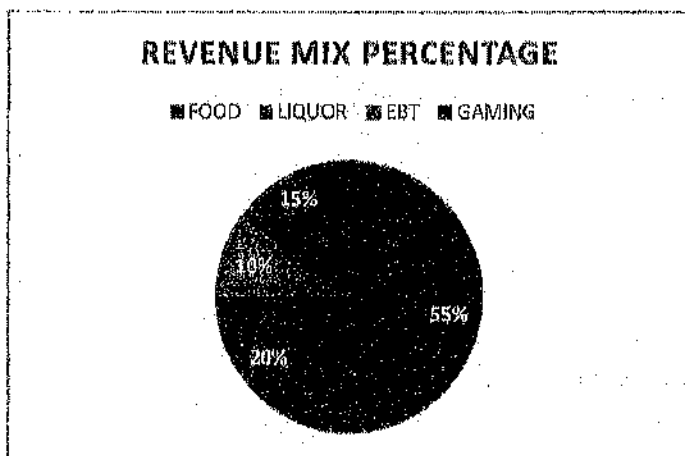
The business will maintain a balanced and responsible revenue structure:

- **Food & Grocery Sales:** 50% – 60%
- **Alcohol Sales:** 15% – 20%
- **Video Gaming:** 10% – 20%
- **EBT Transactions:** 10% – 15%

This structure ensures the establishment remains primarily a **retail food provider**, with alcohol and gaming serving as **supporting revenue streams**.



## BUSINESS PLAN



### MARKET OPPORTUNITY & SALES GROWTH

#### Target Market

- Rockford residents and surrounding neighborhoods
- Adults aged 21+ (for liquor and gaming services)
- Local consumers seeking convenience and extended hours
- Households utilizing EBT for essential purchases

#### Sales Growth Projections

The expansion is expected to significantly increase daily and annual revenue:

- **Food & Merchandise:** Stable base revenue
- **EBT Services:** Increased accessibility and repeat visits
- **Liquor Sales:** Increased transaction size and margin
- **Video Gaming:** Consistent and predictable revenue stream

#### Projected Impact:

- **Daily Revenue Increase:** +46%
- **Annual Revenue Growth:** +\$250K to \$350K

#### Cover Charge Policy

- No cover charge will be required at any time
- The premises will remain open and accessible to the public during operating hours

### PRODUCTS & SERVICES

# **BUSINESS PLAN**

## **Retail Sales**

- Food, snacks, and grocery essentials
  - Household convenience items
  - Beverage sales (non-alcoholic and alcoholic upon approval)
- 

## **EBT Services**

- Acceptance of SNAP/EBT payments
  - Improved access to essential goods for the community
- 

## **Liquor Sales (Proposed)**

- Beer, wine, and spirits
  - Compliance with all Illinois liquor laws
  - Responsible service and ID verification
- 

## **Video Gaming (Proposed)**

- State-approved video gaming terminals
  - Operated in full compliance with Illinois Gaming Board
  - Controlled and monitored environment
- 

## **FACILITY IMPROVEMENTS & BUILDOUT PLAN**

### **Interior Enhancements**

- Store layout optimization for better customer flow
  - Improved shelving and product placement
  - Lighting and safety upgrades
- 

### **Gaming Area Setup**

- Clearly designated gaming section
  - Compliance with all zoning and operational requirements
  - Safe, monitored environment for patrons
- 

### **Operational Improvements**

# BUSINESS PLAN

- Extended business hours
- Improved checkout efficiency
- Enhanced customer service experience

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## OPERATIONS & STAFFING

The expansion will require additional staffing and operational scaling:

- Hiring of 2-4 additional employees
- Staff training in:
  - Responsible alcohol sales
  - Age verification compliance
  - Customer service excellence
- Increased staffing during extended hours

## VILLAGE & COMMUNITY BENEFITS

The proposed expansion provides measurable benefits to the City of Rockford:

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### 1. Increased Tax Revenue

- Sales tax from retail and liquor sales
- Gaming-related municipal revenue

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### 2. Job Creation

- New employment opportunities for local residents

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### 3. Consumer Retention

- Keeps spending within Rockford
- Reduces outflow to nearby municipalities

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### 4. Community Accessibility

- EBT ensures access to essential goods
- Convenient extended hours for working families

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## COMPLIANCE & REGULATORY COMMITMENT

Jasmine Pantry is committed to full compliance with:

- City of Rockford ordinances

## BUSINESS PLAN

- Illinois Liquor Control Commission (ILCC)
- Illinois Gaming Board regulations
- Health, safety, and building codes

Ownership maintains a strict policy of:

- Responsible alcohol sales
- Zero tolerance for underage purchases
- No loitering or nuisance activity

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### TIMELINE

- **City Approval & Licensing:** Upon approval
- **Store Enhancements:** Immediately following approval
- **Staff Hiring & Training:** Concurrent with upgrades
- **Full Implementation:** Within 60-90 days

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### CONCLUSION

The proposed expansion of Jasmine Pantry represents a responsible and strategic investment in the Rockford community.

This plan will:

- Increase revenue by over **40-60%**
- Generate **\$150K-\$200K** annually from gaming alone
- Create jobs
- Strengthen the local economy

Ownership respectfully requests approval for liquor licensing and video gaming operations and looks forward to continuing to serve the Rockford community as a compliant and community-focused business.

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SHIV DRISTI, LLC  
SECURITY PLAN

CITY OF ROCKFORD LEGAL DEPARTMENT

At this point in time, the Company does not anticipate hiring security professionals per se, but will certainly do so should the City require. Currently, there are 16 cameras at the store. There are currently 2 cameras in the front exterior of the premises which cover the parking lot and the entrance and 1 in the rear parking area covering the rear door. There are 13 cameras in the store itself providing excellent coverage of all public areas of the premises as well as the room where the safe is located. The owner will be adding 2 more cameras in the front exterior of the premises and 2 additional cameras in the rear parking area which will provide even more coverage of the exterior. All camera views will be unobstructed at all times.

The parking lot has lights which will come on before sunset and remain on throughout the night. Lighting inside the building will be sufficient in all areas such that the security cameras will be able to record the complete facial features of those in the building. Somabhai Patel, the owner, or if he is not available a manager, will be designated at all times to monitor the inside and outside of the premises for suspicious activity during regular work hours. This will happen through a combination of video camera monitoring and walking throughout the premises. It is anticipated that with the addition of VGT's, there will be even more cameras placed in the facility.

Additionally, decorative metal grills have been installed covering all glass areas of the premises. This provides even more security for the premises.

### **Alarm System**

After hours, the premises will be protected with a burglar alarm monitored by ADT who will notify management of an attempt to break in to the premises. The security alarm also includes a motion detection system, Glass Break notification and Door sensors for additional protection. There is also a panic button behind the counter which will automatically notify the police department of any impending threat inside the store.

### **Ingress and Egress**

Only the owner or an authorized manager will have keys or access codes to open the building and turn the security alarms on or off. The door in the parking lot area of the premises will serve as the only entrance for all patrons. Back and side doors will be used by Staff and will generally

be locked. When a back door is used to bring in supplies, remove waste, or provide access to a service contractor, a staff member will be present while the door is open.

### **Signage**

A sign will be posted in a conspicuous location near the VGT's which shall read: "PERSONS UNDER 21 YEARS OF AGE NOT PERMITTED IN THE VIDEO GAMING AREA."

A sign will be posted in a conspicuous location at each entrance of the building that reads: "THESE PREMISES ARE UNDER CONSTANT VIDEO AND AUDIO SURVEILLANCE."

### **Security Emergency Action Plan (EAP)**

During a security-related emergency, any staff member may utilize the panic button or call 911 if there is a risk to someone's safety. If there is no safety risk to staying on the premises and emergency responders do not direct otherwise, other employees will immediately monitor entrances and exits to prevent unauthorized access.

If cash is on the premises, all cash drawers and/or office doors will be locked upon leaving the area to deal with an emergency.

### **Armed Robbery**

Should an armed robbery incident occur, staff will be advised to follow recommendations that are commonly suggested by law enforcement entities (City of Rockford Police Department and/or the Winnebago County Sheriff's Department) including the following:

#### During a Robbery:

1. Remain Calm and press the panic button if possible.
2. Obey the robber's commands immediately. Others in the area should freeze in place and do nothing.
3. Don't argue with the robber.
4. Consider all firearms to be loaded.
5. Look at the robbers – notice details to aid you in describing them and their mannerisms. Note age, weight, height, clothing, tattoos or scars and write down the details at the first opportunity.
6. Take note of the weapon.

7. Watch the direction the robbers take – if they use a vehicle, try to note the license plate number.
8. Don't call the police yet if there is a chance the robber can see or hear you.
9. Don't chase or follow the robber. You could be mistaken for the robber in a pursuit by police.

After a Robbery:

1. Call 911
2. Give the address of the business and state that the location is a Restaurant/Bar, give your name and telephone number, and stay on the phone until the dispatcher ends the call.
3. Give a description of the suspect(s), direction of travel, and a license number if possible.
4. Advise whether or not weapons were used.
5. Protect the crime scene. Keep customers or other employees away from the area where the robbery occurred.
6. Ask witnesses to wait until the police arrive.
7. Do not touch anything.
8. Save a note if one was used – do not handle it or let others handle it.
9. Upon arrival of the police, the senior staff member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager or owner is on the way (if applicable).

**Burglary**

If evidence of a burglary is discovered, staff will:

1. Avoid entering affected areas.
2. Notify law enforcement using a non-emergency number.
3. Notify a senior staff member immediately.
4. Prevent others from entering the area or touching anything.
5. Upon arrival of the police, the senior staff member should introduce him/herself, check the responder's ID if there is any reason to be suspicious, and inform them that a higher level manager or owner is on the way (if applicable).

### **Disorderly Activity**

The Company will develop and implement a plan for dealing with disorderly activity in the following areas:

- **Parking Lot** – The Company will monitor disorderly and/or suspicious activity in the Parking area and Staff is instructed to immediately contact the police department if any such activity is observed. Disorderly or suspicious persons will not be allowed to enter the premises until after the police arrive. The parking area is serviced 24/7 by video monitoring. All video will be preserved and turned over to authorities upon request.
- **Public Areas Immediately Adjacent to the Premises** – The only public areas adjacent to the premises are city sidewalks and city streets. There is some fencing around the premises along with required landscaping that acts as a buffer between the sidewalks and the premises. Video surveillance covers much of the sidewalk area. Any disorderly and/or suspicious activity in the public area will be dealt with in the same manner as disorderly and/or suspicious activity in the Parking Lot.
- **Interior of Premises** - The Company will monitor disorderly and/or suspicious activity in the Interior of the premises. Disorderly or suspicious persons will be asked to leave the premises immediately. When appropriate, Staff is instructed to immediately contact the police department if any such activity escalates or warrants police involvement. Video from the security cameras will be maintained to aid in the identification of any person involved. Video is stored by the security company for this purpose.

### **Cash Storage**

- Secure safes will be used for any cash storage.
- Access to cash storage locations will only occur during business hours and be limited to a very small number of personnel.
- All cash storage locations will be secured and monitored by motion-detector triggered video when the business is closed.

### **Closing Procedure**

The Owner will produce a Closing Procedure Checklist that will include the following tasks at a minimum. A map showing all locations to be checked will be attached to the checklist.

Ensure that:

- No one remains in the building.

- Computers are shut down or have a lock screen on.
- All doors, gates, safes, vaults and other lockable areas are secure.
- Surveillance cameras and recording devices are on and operational.
- Exterior lighting is on.
- No suspicious vehicles or individuals are in the vicinity.

Event Date	Call Number	Situation Reported	Call Disposition	Location	Commonplace Name
03/10/2026 08:36:16 AM	26-050216	TRAFFIC STOP	ADV - ADVISED	2614 KILBURN AVE	Jasmine Pantry
02/09/2026 11:08:58 AM	26-028242	DIRECTED ASSIGNMENT	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
11/22/2025 09:38:18 PM	25-255269	STAND BY	RE-ASSIGN/CHANGE OF CALL(UNIT) / UTL - UNABLE TO LOCATE / UTL - UNABLE TO LOCATE	2614 Kilburn Ave	Jasmine Pantry
10/26/2025 09:10:32 PM	25-234871	TRAFFIC STOP	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/26/2025 09:10:32 PM	25-234871	TRAFFIC STOP	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/16/2025 10:02:40 AM	25-226866	SUSPICIOUS INCIDENT	RE-ASSIGN/CHANGE OF CALL(UNIT) / DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
10/11/2025 02:22:21 AM	25-223075	SUSPICIOUS VEHICLE	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
10/11/2025 02:12:56 AM	25-223072	SUSPICIOUS VEHICLE	NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry
09/28/2025 03:35:08 AM	25-212577	PUBLIC COMPLAINT ROUTINE	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
08/16/2025 03:50:56 AM	25-176739	DOMESTIC	UTL - UNABLE TO LOCATE / UTL - UNABLE TO LOCATE	2614 Kilburn Ave	Jasmine Pantry
08/09/2025 03:46:00 AM	25-171075	911 MISDIAL	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
07/07/2025 07:48:36 PM	25-144475	911 DUPLICATE CALL	DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
05/25/2025 03:01:43 AM	25-108917	DISORDERLY	NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
05/03/2025 07:34:27 PM	25-091600	TRAFFIC STOP	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
04/27/2025 02:49:39 AM	25-086257	DISORDERLY	UNF - UNFOUNDED / UNF - UNFOUNDED / UNF - UNFOUNDED	2614 Kilburn Ave	Jasmine Pantry
04/16/2025 07:32:16 PM	25-077565	CRU	RE-ASSIGN/CHANGE OF CALL(UNIT) / RPT - REPORT	2614 Kilburn Ave	Jasmine Pantry
04/15/2025 01:02:43 PM	25-076382	RK-DRUGS	NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
02/09/2025 07:46:16 PM	25-027618	SUSPICIOUS INCIDENT	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
12/15/2024 05:13:01 PM	24-279268	911 DUPLICATE CALL	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry
12/15/2024 04:32:33 PM	24-279242	STAND BY	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry

12/08/2024 04:58:21 PM	24-274124	SUSPICIOUS INCIDENT	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
11/04/2024 12:37:13 PM	24-249278	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT	2614 Kilburn Ave	Jasmine Pantry
11/01/2024 01:41:59 PM	24-247142	CRU	RPT - REPORT	2614 KILBURN AVE	Jasmine Pantry
11/01/2024 01:14:34 PM	24-247115	911 INFORMATION	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
10/20/2024 01:12:15 PM	24-237452	DISORDERLY	CALLER CANCELLED	2614 Kilburn Ave	Jasmine Pantry
09/06/2024 12:14:56 AM	24-200609	911 CELLULAR HANG UP	911 CLOSE W/O SEND TO PENDING	2614 Kilburn Ave	Jasmine Pantry
06/18/2024 01:08:26 PM	24-132704	DIRECTED ASSIGNMENT	ISS - ISSUED	2614 Kilburn Ave	Jasmine Pantry
05/29/2024 06:13:41 PM	24-116032	MISCELLANEOUS ROUTINE	ISS - ISSUED	2614 Kilburn Ave	Jasmine Pantry
05/16/2024 12:04:50 PM	24-104849	THEFT REPORT	RPT - REPORT	2614 Kilburn Ave	Jasmine Pantry
05/12/2024 02:51:31 AM	24-101371	911 DUPLICATE CALL	DUP - DUPLICATE	2614 Kilburn Ave	Jasmine Pantry
05/12/2024 02:44:53 AM	24-101369	DISORDERLY	NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT / NRPT - NO REPORT	2614 KILBURN AVE	Jasmine Pantry